

NASA Occupational Safety & Health Survey (Management)

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Developed for the U. S. Government
under contract NAS9-19181.



Center: Goddard Space Flight Center

Select your Supported NASA Org (required):

Select your Organization (required):

Enter your Group or Division (required if available):

Select your Primary Work Area's Building Number (required):

Enter your Control ID number (required):

1. Visible management leadership provides the motivating force for an effective safety and health program.

☐ 1. Management demonstrates no policy, has not assigned or communicated responsibility, nor provided adequate authority or resources with regard to safety and health at this worksite.

☐ 2. Management sets and communicates safety and health policy and goals, but remains detached from all other safety and health efforts.

☐ 3. Management follows all safety and health rules, and gives visible support to the safety and health efforts of others. Managers and supervisors are informed/trained in accordance with site policy. Managers and supervisors are evaluated in performance reviews of the attention they have given to health and safety issues.

☐ 4. All requirements of 3 above plus... management has communicated a clearly stated safety policy as reflected in the Agency Safety Initiative (ASI) Core Process Requirements (CPR). Each manager has made a personal commitment to provide a hazard free workplace. Incentive programs that encourage reporting of mishaps, symptoms, injuries, or hazards, are generally promoted. Management has established a safety and health committee that includes representatives from line management, contractors, union and employee representatives.

☐ 5. All requirements of 3 and 4 above plus... management has assigned and communicated clearly defined responsibility for safety and health in position descriptions and performance plans. Site safety and health issues are regularly included on the agenda of the directorate committee meetings such as civil service and contractor mishaps. Open and completed discrepancies are reviewed. Safety committees meet on a regular basis and minutes of the meetings are kept and distributed to all attendees. Similar committees have been established in all of the divisions and branch levels. The results of these meetings are reported to the Director and the Director performs an annual evaluation of the Directorate's effectiveness in implementing their safety and health plan including accomplishment of its goals and objectives. Budgets are adequate to achieve goals and objectives.

☐ Don't Know.

☐ N/A.

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

2. Employee participation provides the means through which workers identify hazards, recommend and monitor abatement, and otherwise participate in their own safety and health program.

- ☐ 1. Employees, both contractor and employee representatives are not involved with management in carrying out safety activities. Programs are present which have the effect of discouraging reporting of incidents, injuries, potential hazards or symptoms. There are rarely any safety and health inspections conducted and no apparent involvement of employees in conducting investigations of close call reports or type C mishaps.
- ☐ 2. Workers and their representatives can participate freely in safety and health activities at the worksite without fear of reprisal. Procedures are in place for communication between employer and workers on safety and health matters. Workers are paid while performing safety activities, but aren't encouraged to participate frequently because it removes them from their primary work activities. Contractor or employee representatives have limited involvement in the safety and health program.
- ☐ 3. Workers and their representatives are involved in the safety and health program, involved in inspection of work areas, and are permitted to observe, monitor, and receive results. Worker rights under the Occupational Safety and Health Act to refuse or stop work that they reasonably believe involves imminent danger are understood by workers and honored by management. A documented procedure is in place for raising complaints of hazards or discrepancy and receiving timely employer responses.
- ☐ 4. **All requirements of 3 above plus...** Workers and their representatives participate in workplace analysis, inspections and investigations, and development of control strategies throughout the facility, and have necessary training and education to participate in such activities. Workers and their representatives have access to all pertinent health and safety information, including safety reports and audits. Workers are informed of their right to refuse job assignments that pose serious hazard to themselves pending management response.
- ☐ 5. **All requirements of 3 and 4 above plus...** Workers and their representatives participate fully in development of the safety and health program and the conduct of training and education. All employees, including new hires, are notified of the center's safety goals. Employees are assured of their right to complain to OSHA. Employers encourage and authorize employees to stop activities that present potential serious safety and health hazards. Two-way safety communications between supervisors and employees are open and encouraged.

☐ **Don't Know.**

☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

3. Implementation tools, provided by management, include: budget, information, personnel, assigned responsibility, adequate expertise and authority, means to hold responsible persons accountable (line accountability), program review procedures, directives, and methods criteria analysis.

☐ **1.** Tools to implement a safety and health program are inadequate or missing.

☐ **2.** Some tools to implement a safety and health program are adequate and effectively used, others are ineffective or missing. Management assigns responsibility for implementing a site safety and health program to identified person(s). Management's designated representative has authority to direct abatement of hazards that can be corrected without major capital expenditure.

☐ **3.** Tools to implement a safety and health program are adequate, but are not all effectively used. Management's assigned representative has expertise in hazard recognition and applicable site requirements and has access to information such as the company's mishap history file. The company's history files are kept for a minimum of 3 years. Management keeps or has access to applicable standards at the facility, and seeks appropriate guidance information for interpretation of applicable standards. Management representative has authority to order/purchase safety and health equipment.

☐ **4. All requirements of 3 above plus...**Clear lines of authority and responsibility are defined for both managers and employees. Managers and employees are held accountable for safety and health in the workplace. Written safety procedures, policies, and interpretations are updated based on reviews of the safety and health program. Safety and health expenditures, including training costs and personnel, are identified in the facility budget. Hazard abatement is an element in management's performance evaluation.

☐ **5. All requirements of 3 and 4 above plus...**All tools necessary to implement an effective safety and health program are in place and periodically updated. Management safety and health representative has expertise appropriate to facility size and process(es), and has access to professional advice when needed. Safety and health budgets and funding procedures are reviewed periodically for adequacy. Management enforces the rules of holding responsible persons accountable (line accountability) in safety and health issues. Safety hazards are identified and rectified expeditiously.

☐ **Don't Know.**

☐ **N/A.**

Percent compliance with selecte level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

4. Contractor safety: An effective safety and health program protects all personnel on the worksite. Contractor's safety and health program must, as a minimum, contain the same elements as the NASA program.

- ☐ **1.** Contractor demonstrates no policy, has not assigned or communicated responsibility, nor provided adequate authority or resources with regard to safety and health at this worksite.
- ☐ **2.** Contractor sets and communicates safety and health policy and goals, but remains detached from all other safety and health efforts.
- ☐ **3.** Contractor follows all safety and health rules, and gives visible support to the safety and health efforts of others. Management and supervisors are informed/trained in accordance with contractors program. Managers and supervisors are evaluated in performance reviews on the attention they have given to health and safety issues.
- ☐ **4. All requirements of 3 above plus...** Contractor has communicated a clearly stated safety policy. Contractor has made a personal commitment to provide a hazard free workplace, through site inspections, incident reviews, and program reviews. Incentive programs that encourage reporting of mishaps, symptoms, injuries, or hazards, are generally promoted. When evaluating line management, all performance reviews are closely evaluated on the manager's proactive involvement in safety and health issues. Contractor has established a safety and health committee that includes representatives from line management as well as union and employee representatives. Contractor has budgeted both manpower and resources to support his safety and health program.
- ☐ **5. All requirements of 3 and 4 above plus...** Contractor has assigned and communicated clearly defined responsibility for safety and health in position descriptions and performance plans. Site safety and health issues are regularly included on the agenda of the contractors staff meetings. Contractor's upper management routinely evaluates site safety program results in an ongoing effort to identify problem areas and implement improvements.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

5. Survey and hazard analysis: An effective, proactive safety and health program will seek to identify and analyze all hazards. In large or complex workplaces, components of such analysis are the comprehensive survey and analyses of job hazards and changes in conditions.

- ☐ **1.** No system or requirement exists for hazard review of planned/changed/new operations. There is no evidence of a comprehensive survey for safety or health hazards or for routine job hazard analysis.
- ☐ **2.** Surveys for violations of standards are conducted by knowledgeable person(s), but only in response to complaints or mishaps. Management sometimes documents the reviews by a hazard analysis or job safety analysis. The employer has identified principle safety standards which apply to the worksite. Management rarely involves the employees in the reviews and analyses of the facilities and operations.
- ☐ **3.** Process, task, and environmental surveys are conducted by knowledgeable person(s) and updated as needed. Current hazard analyses are written (where appropriate) for all high-hazard jobs and processes; analysis are communicated to and understood by affected employees. Hazard analyses are conducted for jobs, tasks, and workstations, where injury or illnesses have been recorded.
- ☐ **4. All requirements of 3 above plus...**Methodical surveys are conducted periodically and drive appropriate corrective action. Knowledgeable persons review all planned/changed/new facilities, processes, materials, or equipment. Hazard elimination is the goal. When hazard elimination is not possible, appropriate hazard controls are used.
- ☐ **5. All requirements of 3 and 4 above plus...**Management always involves the employees in the reviews and analyses of the facilities and operations. Regular surveys, including documented comprehensive workplace hazard evaluations, are conducted by certified safety and health professionals. Corrective action is documented and hazard inventories are updated.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

6. Inspection: To identify new or previously missed hazards and failures in hazard controls, an effective safety and health program will include regular site inspections.

- ☐ **1.** No routine physical inspection of the workplace and equipment is conducted.
- ☐ **2.** Management has established a process that is utilized some of the time, but not on a scheduled basis, to review and inspect facilities for obvious hazards. Supervisors dedicate time to observing work practices and other safety and health conditions in work areas where they have responsibility.
- ☐ **3.** Management has established a periodic inspection process to review and inspect facilities and work places. Competent personnel conduct inspections with appropriate involvement of employees. Items in need of correction are documented. Inspections include compliance with relevant industry standards. Time periods for correction are set.
- ☐ **4. All requirements of 3 above plus...**Management, with employee participation, has established a periodic inspection process to review and inspect facilities and work places. Trained employees conduct inspections, and all items are corrected promptly and appropriately. Workplace inspections are planned, with key observations or check points defined and results documented. Persons conducting inspections have specific training in hazard identification applicable to the facility. At a minimum, the entire worksite is inspected at least each quarter.
- ☐ **5. All requirements of 3 and 4 above plus...**Inspections are performed to include safety and health professionals, line management, and worksite personnel, and are always documented and corrective action tracked.
- ☐ **Don't Know.**
- ☐ **N/A.**
- Percent compliance with selected level:** ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

7. A reliable hazard reporting system enables employees, without fear of reprisal, to notify management of conditions that appear hazardous and to receive timely and appropriate response.

- ☐ **1.** No formal hazard reporting system exists, or employees are reluctant to report hazards.
- ☐ **2.** Employees are instructed to report hazards to management. Supervisors are instructed and are aware of a procedure for evaluating and responding to such reports. Employees use the system with no risk of reprisals.
- ☐ **3.** Management has established a formal system for hazard reporting. Employee reports of hazards are documented, corrective action is scheduled, and records maintained. Open hazards, on the average, are closed within a month. Directors or Managers review open hazard reports.
- ☐ **4. All requirements of 3 above plus...** Employees are periodically instructed in hazard identification and reporting procedures. Open hazards, on the average, are closed within five working days. Management conducts surveys of employee observations of hazards to ensure that the system is working. Results are documented.
- ☐ **5. All requirements of 3 and 4 above plus...** Management has a written process for motivating employees to identify and report hazards related to safety rules and processes. Records are kept on actions taken in this process. Management responds to reports of hazards in writing within specified time frames. The workforce readily identifies and self-corrects hazards; they are supported by management when they do so. Open hazard notices are always posted for employee notification. Management periodically reviews the status of close calls, hazard reports, and mishap report close outs. Line Management analyzes mishap reports, close calls, and hazard reports for identifying trends, improvements to be made, or areas that need attention.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

8. Mishap Investigation: An effective program will provide for investigation of mishaps and "near miss" incidents, so that their causes, and the means for their prevention, are identified.

- ☐ **1.** No investigation of mishaps, injuries, near misses, or other incidents are conducted.
- ☐ **2.** Some investigation of incidents takes place, but root cause may not be identified, and correction may be inconsistent. Supervisors prepare injury reports for lost time cases.
- ☐ **3.** Appropriate documentation is completed for all recordable incidents. Reports are prepared with cause identification and corrective measures prescribed. Corrective measures are used as a means for mishap prevention.
- ☐ **4. All requirements of 3 above plus...** Reports and recommendations are available to employees. Quality and completeness of investigations are systematically reviewed by trained safety personnel. Close calls and hazard reports are reviewed and analyzed by Safety and Health Committees. Supervisors and employee representatives investigate first aid and type C mishaps.
- ☐ **5. All requirements of 3 and 4 above plus...** All loss-producing mishaps and "near misses" are investigated for root causes by teams of individuals that include trained safety personnel and employees. Management has established a process to report all close calls and hazards, and employees are rewarded for reporting them. Type B and Type A potential mishaps are reported to the Director and Safety Office immediately so that a board of investigation can be appointed.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

9. Data analysis: An effective program will analyze injury and illness records for indications of sources and locations of hazards, and jobs that experience higher numbers of injuries. By analyzing injury and illness trends over time, patterns with common causes can be identified and prevented.

☐ **1.** Little or no analysis of injury/illness records are kept or conducted.

☐ **2.** Data is collected and analyzed, but not widely used for prevention. Appropriate documentation is completed for all recordable cases. Records and analysis are organized and are available to safety personnel.

☐ **3.** Data is collected and analyzed, records are maintained and rates are calculated so as to identify high-risk areas and jobs. Significant analytical findings are used for prevention.

☐ **4. All requirements of 3 above plus...**Management has established a process to identify the frequent and most severe problem areas, the high risk areas and job classification, and any exposures responsible for recordable cases. Data is fully analyzed and effectively communicated to employees. Illness/injury data is audited and certified by a responsible person.

☐ **5. All requirements of 3 and 4 above plus...**All levels of management and the workforce are aware of results of data analyses and resulting preventive activity. External audits of accuracy of injury and illness data, including review of all available data sources are conducted. Injury/illness records are collected and used in statistical analysis. Management and supervisory personnel are using the results of this profile on a monthly basis to analyze their safety program. All NASA contractors submit their injury data by contract number so as to ensure all contracts are reporting correctly and the rates are tracked.

☐ **Don't Know.**

☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

10. Hazard Control: Workforce exposure to all current and potential hazards should be prevented or controlled by using engineering controls, work practices and administrative controls, and personal protective equipment (PPE).

- ☐ **1.** Hazard control is seriously lacking or absent from the facility.
- ☐ **2.** Hazard controls are generally in place, but effectiveness and completeness vary. Serious hazards may still exist. Employer has achieved general compliance with applicable standards regarding hazards with a significant probability of causing serious physical harm. Hazards that have caused past injuries in the facility have been corrected.
- ☐ **3.** Appropriate controls (engineering, work practice, and administrative controls, and PPE) are in place for significant hazards. Employer is generally in compliance with voluntary standards, industry practices, and suppliers' safety recommendations. Documented reviews of needs in machine guarding, energy lockout, ergonomics, materials handling, bloodborne pathogens, confined space, hazard communication, and other generally applicable standards have been conducted. The overall program tolerates occasional deviations.
- ☐ **4. All requirements of 3 above plus...** Hazard controls are fully in place, and are known and supported by the workforce. The employer requires strict and complete compliance with all site, consensus, and industry standards and recommendations. All deviations are identified and causes determined. All equipment and instrumentation are properly calibrated and are adequate for support of an effective occupational safety and health program.
- ☐ **5. All requirements of 3 and 4 above plus...** Hazard controls are fully in place and continually improved upon based on workplace experience and general knowledge. Documented reviews of needs are conducted by certified health and safety professionals. There is a process in place to control the accountability of instrumentation, equipment, and supplies. Funding resources are available for abatement of occupational health and safety hazards.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

11. Maintenance: An effective safety and health program will provide for facility and equipment maintenance, so that hazardous breakdown is prevented.

- ☐ **1.** No preventative maintenance program is in place; breakdown maintenance is the rule. Schedule is always placed ahead of maintenance.
- ☐ **2.** There is a preventive maintenance schedule, but it does not cover everything and may be allowed to slide or performance is not documented. Safety devices on machinery and equipment are generally checked before each production shift.
- ☐ **3.** An equipment maintenance schedule is implemented; it is followed under normal circumstances. Manufacturers' and industry recommendations for maintenance frequency are complied with. Breakdown repairs for safety related items are expedited. Safety device checks are documented.
- ☐ **4. All requirements of 3 above plus...**The employer has effectively implemented and adhere to a maintenance schedule that applies to all equipment. Facility experience is used to improve safety and health-related maintenance scheduling.
- ☐ **5. All requirements of 3 and 4 above plus...**Maintenance plans and operations procedures are regularly reviewed for adequacy. Maintenance changes are expeditiously implemented following any change in facility or process control.
- ☐ **Don't Know.**
- ☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

12. An effective safety program will include a suitable medical program where it is appropriate for the size and nature of the workplace and its hazards.

- ☐ **1.** Employer is unaware of, or unresponsive to medical needs. Required medical surveillance, monitoring, and reporting are absent or inadequate.
- ☐ **2.** Required medical surveillance, monitoring, and reporting responsibilities are assigned and carried out to comply with applicable standards, but results may be incomplete or inadequate.
- ☐ **3.** Medical surveillance, monitoring, and reporting comply with applicable standards. Employees report early signs/symptoms of job-related injury or illness and receive appropriate treatment. A PPE program is in place.
- ☐ **4. All requirements of 3 above plus...**Health care providers provide follow-up on employee treatment protocols and are involved in hazard identification and control in the workplace. Medical surveillance addresses conditions not covered by specific standards. Potential health hazards have been identified by appropriately qualified personnel utilizing a complete industrial hygiene survey or a complete process hazards review. There is an adequate control of accountability of instrumentation, equipment and supplies. There are funding resources available for abatement of occupational health hazards. A program that strictly enforces the rules that determine when to use PPE and what type is in place.
- ☐ **5. All requirements of 3 and 4 above plus...**Health care providers are on-site for all production shifts and are fully involved in hazard identification and training. Management has a scheduled program for periodic monitoring and sampling of any identified problem areas. Monitoring and sampling are conducted by appropriately trained personnel with results available for OSHA's review. Standard, nationally recognized procedures are used for surveying and sampling, as well as testing and analysis. PPE is properly used in conjunction with engineering and administrative controls. A written respirator

program, as well as appropriate training, is in place and implemented where respirators are needed. As part of the PPE program responsibility, availability, fit and maintenance are included.

☐ Don't Know.

☐ N/A.

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

13. Emergency preparedness: There should be appropriate planning, training/drills and equipment for response to emergencies. Note: In some facilities the employer plan is to evacuate and call the fire department.

☐ 1. Little or no effective effort to prepare for emergencies is apparent.

☐ 2. Emergency response plans for fire, chemical, and weather emergencies as required by site policy are present. Training is conducted as required by the standard. Some deficiencies may exist.

☐ 3. Emergency response plans have been developed and are reviewed by a qualified safety and health professional. Appropriate alarm systems are present. Employees are trained in emergency procedures. The emergency response extends to spills and incidents in routine production. Adequate supply of spill control and PPE appropriate to hazards on site are available.

☐ 4. All requirements of 3 above plus...Emergency response plans have been developed by qualified safety and health professionals and are updated annually. Appropriate alarm systems are installed and periodically tested. Employees are trained in emergency procedures and regular drills are conducted. Drills include availability and use of PPE appropriate to site-specific hazards.

☐ 5. All requirements of 3 and 4 above plus...Designated emergency response teams with adequate training are on-site. All potential emergencies have been identified. The plan is reviewed by the local fire department. Emergency plan and performance are reevaluated at least annually and after each significant incident. Procedures for terminating an emergency are clearly defined. A special team of fire protection specialists is provided for the site. Emergency equipment availability and adequacy are reviewed and updated on an annual basis.

☐ Don't Know.

☐ N/A.

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

14. First aid/emergency care should be readily available for any injury or illness.

- ☐ 1. Neither on-site nor nearby community aid (e.g., emergency room) can be ensured.
- ☐ 2. Either on-site or nearby community aid is available on every shift.
- ☐ 3. Personnel with appropriate first aid skills commensurate with likely hazards in the workplace are available. Management documents and evaluated response time on a continuing basis.
- ☐ 4. **All requirements of 3 above plus...**Personnel with certified first aid skills are always available on-site; their level of training is appropriate to the hazards of the work being done. Adequacy of first aid is formally reviewed after significant incidents or following process changes.
- ☐ 5. **All requirements of 3 and 4 above plus...**Personnel trained in advanced first aid and/or emergency medical care are always available on-site. A health care provider is on-site for each production shift. Emergency services including provisions for ambulances, EMT's, emergency clinics or hospital emergency rooms are provided on-site.
- ☐ Don't Know.
- ☐ N/A.

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

15. Safety and health training should cover the safety and health responsibilities of all personnel who work at the site or affect its operations. It is most effective when incorporated into other training about performance requirements and job practices. It should include all subjects and areas necessary to address the hazards at the site.

- ☐ 1. Facility depends on experience and peer training to meet needs. Managers/supervisors demonstrate little or no involvement in safety and health training responsibilities. Site required training is not provided to employee representative and collateral duty personnel.
- ☐ 2. Some orientation training is given to new hires. Some safety training materials (e.g., pamphlets, posters, and videotapes) are available or are used periodically at safety meetings, but there is little or no documentation of training or assessment of worker knowledge in this area. Managers generally demonstrate awareness of safety and health responsibilities, but have limited training themselves or involvement in the site's training program. Qualified instructors are not encouraged to provide training to site employees as required for job certifications, because it takes away from some of their primary job responsibilities. Occupational safety and health training that is available to employees does not adequately meet regulatory requirements.
- ☐ 3. Training required by applicable standards is provided to all site employees. Employees can generally demonstrate the skills/knowledge necessary to perform their jobs safely. Records of training are kept and training is evaluated to ensure that it is effective. Management established training plans have been developed for some of the employees.
- ☐ 4. **All requirements of 3 above plus...**Knowledgeable persons conduct safety and health training that is scheduled, assessed, documented, and addresses all necessary technical topics. Employees are trained to recognize hazards, violations of industry standards, and facility practices. Employees are trained to report violations to management. All site employees--including supervisors and managers--can generally demonstrate preparedness for participation in the overall safety and health program. There are easily retrievable scheduling and record keeping systems. Management has established training plans for most of their employees and track re-certification requirements. Adequate

safety and health hazard and professional development training is available to occupational safety and health staff members to keep up with current technology and developments.

☐ **5. All requirements of 3 and 4 above plus...** Training covers all necessary topics, situations, and includes all persons working at the site (hourly employees, supervisors, managers, contractors, part-time and temporary employees). Employees participate in creating site-specific training methods and materials. Employees are trained to recognize inadequate responses to reported program violations. Retrievable record keeping system provides for appropriate retraining, makeup training, and modifications to training. Management has established training plans for all employees and records are completed identifying required training in each individual's plan. The Directorate has completed an annual effective training evaluation to determine if individuals need to update or re-certify in specific areas of training. Line Management understands and carries out responsibilities including analysis of work for hazards, maintenance of physical protection, and reinforces employee training through performance feedback and, if necessary, through enforcement. Training certification is a criterion for critical personnel placement. Adequate training resources are budgeted.

☐ **Don't Know.**

☐ **N/A.**

Percent compliance with selected level: ☐ 20% ☐ 40% ☐ 60% ☐ 80% ☒ 100%

Additional Comments:

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--- OR ---

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Last Validated: 8-25-99

Last Updated: Tuesday, August 31, 1999 09:53:48

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